

EMERGENCY PLAN

LEEDS METHODIST MISSION



Oxford Place Centre

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Fire Emergency and Evacuation Plan

GENERAL INFORMATION:

The purpose of this Emergency Plan is to ensure that the Responsible Person and all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all personnel who are in the premises need to know what to do in the event of a Fire Incident and, to ensure the premises can be evacuated and all persons accounted for during the operation of the Fire Alarm. In the event of a fire these procedures are to be put into operation.

The fire alarm for this building will activate on the operation of a Break Glass Alarm Call Point. This premise is also protected by an automatic fire detection system.

The alarm is **continuous ringing** and is tested weekly.

A manual 999 call is required and should be made by:

a) A nominated person

The Fire and Rescue Service will require certain information, such as:

- The name of the person making the call,
- The premise name and address
- The premise's telephone number
- Brief details of Fire Incident if possible

Fire Action Signs are strategically sited in all areas of the building. These indicate the action to be taken both on the discovery of Fire or hearing the Fire Alarm. The location of the Assembly Point to be used may also be identified on this sign.

Fire Exits and Extinguishers are clearly marked and located at strategic locations around the building.

During a Fire Incident, the occupants of these premises are to evacuate and proceed to the Assembly Point. The main escape routes from the premises are identified by Fire Exit direction signage.

The Assembly Points for this building are either the side of **Leeds Town Hall, Oxford Place** OR the front of the **Crown Court Building, Oxford Row**

The person having the responsibility for maintaining this plan up-to-date and ensuring the building maintains compliancy is the Responsible Person for the premises.

GENERAL FIRE PROCEDURES:

Discovery of a Fire Incident

- a) Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building.
- b) Evacuate via the nearest available Fire Exit. If possible, close windows and doors as you go.
- c) Go to your designated Assembly Point and await further instructions.

Action upon hearing the Alarm

Leave the building by the nearest available Fire Exit. Fire Wardens will take control of the evacuation during the operation of the Fire Alarm.

- Do not stop to collect personal belongings,
- Walk to the nearest Fire Exit and leave the building,
- Proceed to the Assembly Point,
- Where possible, ensure all vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services.
- Do not attempt to re-enter the building until you have been authorised to do so by either the Senior Fire and Rescue Service attending or the Fire Evacuation Coordinator.

Never assume it is a False Alarm or a Fire Drill

N.B All staff should ensure they are aware of these procedure and the location of the Assembly Point to be used during and emergency situation.

Fire Fighting

Fire Extinguishers are provided at strategic location around the premises. The main purpose of having such equipment is to assist with the means of escape of the occupants from a building where their route may be impeded by a fire.

Although personnel maybe trained in the use of Fire Fighting Equipment, personnel are **NOT** expected to fight fires.

IF IN DOUBT – GET OUT!!

It is in your own interest

- a) To study this Notice, to know what to do in the event of a fire
- b) To make yourself familiar with all means of escape in case of a fire.

FIRE WARDENS (and their role):

The Fire Wardens are members of staff who assist in managing Fire Safety within the building on a day to day basis. **The Fire Wardens for these premises are:**

- Trevor Parker

- Tim Lomas

- Chris Howell

- Ewa Idzik

Duties of the Fire Wardens

The duties of the Fire Warden are divided into two separate parts:

Role of the Fire Warden during Normal Working Hours

Be vigilant as to the location/condition of the Fire Fighting Equipment within these premises:

- a) Has the equipment been tampered with?
- b) Is there new equipment in the area?

Be aware of any breaches in the Fire Precautions within the premises. For example:

- a) Doors wedged open
- b) Fire extinguishers missing/not in the correct position
- c) Fire escape routes blocked
- d) Fire exit doors are obstructed or blocked

Be aware of any occupants within the premises who may have any form of disability and require assistance to make a speedy evacuation. For example persons who are:

- a) Deaf

- b) Partially sighted
- c) Have a physical disability
- d) Not English speaking

If any major difficulties are encountered or queries arise, contact the Property & Conference Manager.

Always ensure the role of the Fire Warden is covered during periods in which the premises are open.

Role of the Fire Warden during actuation of the Fire Alarm (Other than for routine testing)

When the Fire Alarm is activated, the Fire Wardens responsibility is to ensure all persons are evacuated safely out of the building.

Ensure a 'sweep search' of all areas of the building is completed within an acceptable timescale. The main objective being to confirm all of the occupants of the building have safely vacated the building prior to the arrival of the Fire and Rescue Service.

Fire Wardens should consider their own safety at all times and should refrain from taking unnecessary risks.

The Fire Wardens should endeavour to keep calm at all times during an emergency and show authority in dealing with the situation.

WHEN THE ALARM SOUNDS YOU ARE IN CHARGE!!!

In a loud clear voice, request the occupants of the premises to stop everything they are doing and leave the premises via the nearest available Fire Exit.

Control unauthorised re-entry of people into the building during the operation of the Fire Alarm.

On completion of this role, the Fire Warden should report to the Fire Evacuation Coordinator who will be found at the:

Pre-Designated Assembly Point – the Town Hall

Information should then be conveyed as soon as possible that the premises have been successfully evacuated.

Fire Wardens may be used to help keep people away from the building in case of danger i.e. breaking glass. **Do not** re-enter the building unless authorised to do so by your Evacuation Coordinator or the Senior Fire Service Officer attending.

REMEMBER

THE FIRE WARDENS MUST NOT IN ANY CIRCUMSTANCE PUT THEIR OWN SAFETY AT RISK

FIRE WARDENS SEARCHING PROCEDURES:

The 'sweep search' procedure should be carried out swiftly yet calmly. The main objective is to complete the evacuation process before the arrival of the Fire and Rescue Service.

During the 'sweep search' process it is possible that the Fire Warden may discover the Fire Incident. At this stage the searching procedure, for safety reasons must be terminated. If possible, and from a safe point, make a brief visual assessment of the incident and report findings to the Fire Evacuation coordinator at the Pre-Designated Assembly Point.

Should your visibility become impaired, difficulties experienced because of smoke and a 'sweep search' cannot be completed, evacuate by the nearest available Fire Exit and report your findings to the Fire Evacuation Coordinator or Fire Officer.

THE FIRE EVACUATION COORDNATOR:

The Fire Evacuation Coordinator for the building is: Trevor Parker, Property & Conference Manager.

The Deputy Fire Evacuation Coordinators for the building are: Tim Lomas or Chris Howell

The Fire Evacuation Coordinator has a responsibility in two areas, one in a normal/safe condition and the other during the operation of the Fire Alarm.

Duties of the Fire Evacuation Coordinator (Safe condition)

Liaise with the Fire Wardens on all fire safety issues.

Nominate the personnel who are to act as Fire Wardens.

Ensure the minimum numbers of Fire Wardens are maintained up to date.

Ensure new Fire Wardens receive training in the practical application and operation of the Fire Procedures.

Duties of the Fire Evacuation Coordinator (Fire Condition)

Upon the discovery of a fire or on hearing the Fire Alarm, the Fire Evacuation Coordinator should immediately evacuate from the building and proceed to the **Assembly Point** which is **Pre-Designated** for the use of the Fire Evacuation Coordinator and Fire Wardens.

Coordinate in person with Fire Wardens to ascertain the evacuation status as soon as possible; the main objective is to complete the evacuation process before the arrival of the Fire & Rescue Service.

Once complete evacuation of the building is confirmed, no further action maybe required other than to confirm this to the Fire & Rescue Service when they arrive.

Any other actions will be directed by the Senior Fire Officer in attendance.

Where possible, staff who are familiar with the building Utility Services should be made available to give assistance to the Fire & Rescue Service should any (Gas/Electricity) require isolation.

If any Fire Wardens do not appear at the pre-designated Assembly Point by the time the Fire & Rescue Service arrive, then Management must convey the information to the Senior Fire Officer attending, upon arrival.

Should any person be suspected as missing or unaccounted for, then as much information as possible should be gained as to their last known location. This information should then be passed to the Fire & Rescue Service, preferably upon arrival. The term, 'Person's Reported and their last known location' should be provided to the Senior Fire Officer attending. This statement is terminology understood by all Fire & Rescue personnel which clearly indicates life is at risk.

FALSE ALARMS:

All alarms are to be treated as a full-scale emergency until the hazard status has been confirmed by the person who has operated the alarm or by someone in authority who is aware of the situation.

The Fire & Rescue Service will still send a t least one appliances to the site, so the Fire Evacuation Coordinator should be at the Pre-designated Assembly Point to liaise with the Fire and Rescue Service upon arrival.

The following procedures are to be followed in the event of a False Alarm and will be coordinated by the Fire Evacuation Coordinator:

- The alarm signals will be left activated until the building(s) have been evacuated
- The Fire Evacuation Coordinator will inform the Fire & Rescue Service that the alarm is false
- Upon arrival of the Fire & Rescue Service, adhere to their instructions.
- The alarm can be silenced when the hazard status is confirmed as false, however, the alarm panel should only be reset on authority of the Senior Fire & Rescue Service Officer attending.

FIRE SAFETY TRAINING:

General Staff Training

Fire safety training will be given to all new employees at commencement of employment and will include:

- Location of all Fire Exit Doors and Emergency Routes
- Actions to be taken in the event of a Fire Alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut
- The importance of maintaining clear exit routes
- The location of the Assembly Point

Fire Safety Training will be provided for all employees on an annual basis. The subject matter will include the following:

- Actions to be taken in the event of a Fire Alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut
- The importance of maintaining clear exit routes
- Location of fire extinguishers and their use
- General fire awareness on how fires can start and develop
- The significant findings of the Fire Risk Assessment
- An understanding of the fire alarm system to avoid false alarms

Where appropriate, staff having responsibilities for Fire Safety, will receive specific training commensurate to their particular role.

All training activities are recorded in the Fire Safety Log Book. Names of all persons receiving training and the name of the person providing the training must be recorded with the date, durations and type of training given.

CONTINGENCY PLANS:

Detailed below are other arrangements which may have to be implemented during a Fire Incident and/or if any Life Safety Systems i.e. Fire Alarms be out of order.

Should the fire alarm not operate when required, the Management should ensure the Emergency Services are notified without delay. The Fire Evacuation Coordinator and the Fire Wardens should immediately implement a Voice Operated Fire Evacuation Procedure to ensure the building is cleared of people as soon as possible. Preferably before the arrival of the Fire & Rescue Service.

Before a fire

The management is committed to complying with Fire Safety and Health and Safety Legislation in order to protect the lives of customers, visitors and staff from fire. Every effort is made to prevent a Fire Incident from occurring, it is therefore stressed that all employees have a responsibility to comply with the premise's Fire Safety Policy.

During a Fire

Should a fire occur on site, the procedures to be followed by all staff members are detailed within this document. These procedures will form part of every Fire Safety Training session and will be tested by conducting a practical evacuation exercise every **six months**. The fire drill needs to ensure that all staff are confident of their individual roles. The results of each exercise will be recorded in the relevant section of the Fire Safety Log Book.

After a Fire

The consequence of a fire occurring can be devastating. It is hoped that the procedures and general fire precautionary arrangements will have prevented injury to any person that may have been affected by a fire. After a fire the following actions must be considered. It must be remembered that a number of agencies will be interested following a fire. These can be listed as:

- Press
- Insurers
- Environment Agency
- Gas, Electricity and Water Services

Transport

Transport may be required to transfer staff off site.

Utility Services

It is important to ensure that Gas and Electricity supplies are isolated to prevent re-ignition. If any services are affected the Company is to be contacted to ensure continuing supply of unaffected buildings.

Unsafe Structures and Security

Contractors are to be engaged to shore up any unsafe structures and secure parts of the building that may allow access to undesirable persons and prevent pilfering.

Welfare of Staff, Visitors and other Relevant Persons

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors or relevant persons. These facilities can be provided by using other external arrangements if necessary.